



## Contractor, Tenant, and Port User Environmental Handbook

October 2021

### Maryland Port Administration's Environmental Policy

*"Maryland Port Administration (MPA) believes that stewardship and sustainability of the environment, its business and protection of public health are essential elements to accomplish its mission to promote the flow of waterborne cargo through the port. MPA is committed to environmental compliance and continual improvement; pollution prevention; and effective engagement with its employees, communities, port users/tenants, government and non-government organizations."*

#### 1.0 Introduction

To ensure environmental compliance, MPA uses an Environmental Management System (EMS). The EMS will facilitate an on-going process to determine activities and conditions that impact the environment and how best to eliminate or reduce those impacts. This Contractor, Tenant, and Port User Environmental Handbook (Handbook) was developed as part of the EMS process.

This Handbook describes some of the procedures and best management practices (BMPs) that can reduce or eliminate potential impacts that MPA contractors, tenants, and port users have through their daily work activities. All contractors, tenants, and port users are expected to adhere to the practices required and to the extent possible implement BMPs set forth in this Handbook that are above and beyond what is contained in specifications and drawing documents related to this contract or lease restrictions.

#### 2.0 Jobsite and Terminal Work Areas

Work areas are to be kept clean and litter free. Debris from the worksite should be cleared daily and disposed of properly. Sweep work areas regularly to prevent small debris, sand, grit, and other contaminants from building up and entering storm water systems.

#### 3.0 Waste Management

Waste generated through contractor, tenant, and port user activities must be disposed of properly and is the responsibility of the contractor or tenant to do so lawfully. Each contractor, tenant, or port user is encouraged to eliminate and minimize waste where feasible and recycle waste through local recyclers, if possible.

##### 3.1 Hazardous Waste

Hazardous waste is a solid waste that the U.S. Environmental Protection Agency (EPA) has defined as a **"Listed Waste"** or a solid waste that is **Ignitable, Corrosive, Reactive or Toxic**. The following sections list common hazardous wastes that may be generated during your operations at MPA facilities; however, it should not be considered a complete list. If there are any questions regarding proper disposal practices for hazardous waste, please contact the MPA Environmental Department at **(410) 633-1145**.



**3.1.1 Aerosol Can Fluids** – The contractor, tenant, or port user is responsible for proper disposal of aerosol cans and fluids. An aerosol can is a container in which gas under pressure is used to aerate and dispense liquid through a valve as a spray or foam. The aerosol shall be punctured; the fluids shall be drained, collected, and treated as a hazardous waste. The aerosol can may be crushed and recycled or disposed of properly.

**3.1.2 Capacitors** – If the label on a capacitor indicates that the capacitor contains PCBs, the used capacitors must be treated and disposed as a hazardous waste.

**3.1.3 Lead Acid Batteries** – Battery acid is a hazardous chemical. Lead Acid Batteries must be stored inside in an upright position and away from flammable liquids, ignition sources, and drains. Secondary containment is preferable. Batteries should not be stacked and should be spaced to avoid falling and cracking. A spill kit with a neutralizing agent should be readily available. **Batteries can never be stored outdoors.**

**3.1.4 Lead and Oil-based Paints** – These types of paints must be treated as a hazardous waste and disposed of properly. The best management option is to use up contents whenever possible. Completely empty paint cans may be disposed of as a solid waste.

**3.1.5 Hazardous Waste Drums** – When storing hazardous wastes for disposal, the drums shall be labeled with the contents (i.e., Hazardous Waste - XYZ 123) and with the accumulation start date. The contractor, tenant, or port user is responsible for making sure the drums are in good condition with lids tightly closed when not adding materials, stored in secondary containment units, properly labeled, and disposed of on time. Drums containing hazardous waste must be removed from the site as soon as possible, but no later than 90 days from the accumulation date.

**3.1.6 Hazardous Waste Manifests** – A manifest must accompany all hazardous waste shipments. Hazardous waste manifests must be coordinated with the MPA Environmental Department at **(410) 633-1145**.

**3.1.7 Unknown Waste Drums** – If a contractor, tenant, or port user has identified a drum containing an unknown waste, the drum shall be handled as a hazardous waste.

### **3.2 Universal Waste**

EPA universal waste (UW) regulations address certain hazardous waste. EPA promulgated the UW regulations on May 11, 1995, to ease the management burden and promote the collection and recycling of these commonly generated wastes.

UW generated at MPA facilities would include **batteries, lamps and bulbs, mercury containing equipment, and PCB light ballasts**. UW must be sent to an approved facility within one year of accumulation. Each UW should be stored in its own labeled container (with lid). UW should not be commingled. The contractor, tenant, or port user shall not place any UW in solid waste containers or trash dumpsters. The contractor **must** dispose of UW properly.



**3.2.1 Batteries (except lead acid batteries)** – Batteries to be managed as UW include: nickel-cadmium, alkaline, 3.6-volt, 6-volt, 9-volt, and gel.

**3.2.2 Lamps and Bulbs** – Lamps and bulbs to be managed as UW include: high-pressure sodium, mercury vapor, fluorescent, metal-halide, and halogen bulbs or tubes. It is recommended that used UW lamps are stored in the original sleeve or box.

**3.2.3 Mercury Containing Equipment** – Mercury Containing Equipment to be managed as UW includes thermostats and lamps.

### **3.3 Non-hazardous Waste**

Non-hazardous waste may include **used oil, oil/fuel filters, recyclables, and used absorbent materials**. The contractor is solely responsible for handling, disposing of, or recycling non-hazardous waste properly.

**3.3.1 Used Waste Oil** – Used waste oil shall be stored in above ground storage tanks (AST) or drums in good condition and labeled as “Used Oil.” The ASTs or drums shall be free of visible leaks and must have a secondary containment mechanism. The contractor shall recycle their used waste oil. A spill kit must be readily available next to all drums and ASTs containing oil. All oil spills must be cleaned up immediately.

**3.3.2 Fuel Filters** – Fuel filters include gasoline, diesel, and used oil.

- **Gasoline Filters** – Gasoline filters shall be collected after use and positioned to allow collection of the used gasoline. The filter should be disposed in an appropriate container specifically for used gasoline filters.
- **Diesel and Oil Filters** – Used diesel and oil filters shall be collected and positioned to allow for proper drainage. The oil and diesel mixture shall be put into a drum or tank with secondary containment and labeled – Used Oil. The drained filter can be crushed and discarded in a drum labeled Oil filters.

**3.3.3 Used Anti-Freeze** – Used anti-freeze shall be stored in labeled containers and tanks with secondary containment. The containers shall be maintained in good condition and all spills and leaks must be cleaned up immediately. Used anti-freeze is disposed of offsite in an appropriate manner and the contractor shall maintain receipts for all transfers offsite.

**3.3.4 Recyclables: Scrap Tires, Scrap Metal, Wire Rope, and Wood Pallets** – MPA considers scrap tires, scrap metal, wire rope, and wood pallets as recyclable materials. Whenever possible, MPA contractors, tenants, and port users should recycle these materials in an appropriate manner. MPA requires that their contractors, tenants, and port users cover spools of used wire rope to ensure that the oil and grease on the wire is not exposed to stormwater and released into storm drains.

**3.3.5 Used Absorbent Materials** – Absorbent materials used to clean up an oil spill shall be cleaned up immediately, placed in a plastic bag, sealed, and disposed of as a solid waste in the dumpster. *If the absorbent material is used to clean up a hazardous waste, the absorbent material is managed as a hazardous waste, per section 3.1 of this document.*



**3.3.6 Non-Hazardous Waste Drums** – Non-hazardous waste that is stored in drums includes used oil, used hydraulic fluid, used anti-freeze, and used parts washer fluid. These drums must be stored inside or in a mechanism providing secondary containment and labeled with the drum's contents. Drums containing new product such as oil, anti-freeze, hydraulic fluid, and grease *should not* be stored with used product.

**3.3.7 Latex Paint** – Latex paint is non-hazardous and shall only be disposed of if the paint can be completely empty or if the paint has completely dried or solidified in the can. The best management option is to use up the contents and eliminate the waste.

### **3.4 General Waste Management Best Management Practices**

Materials associated with construction and general work activities must be stored and disposed of properly as described in Sections 3.1 through 3.3. However, additional BMPs for general waste management should be considered at all work sites and include the following:

- Provide clearly labeled recycling and waste facilities and allow for separation and sorting of materials
- Conduct pre-construction and routine site audits to determine the nature and amount of materials to be reused, recycled, or disposed
- Develop a plan to minimize waste and maximize recycling and include training and clear signage to support the plan
- Identify ways of reusing materials (e.g., concrete crushing) on site
- Encourage onsite materials management for reuse opportunities

### **4.0 Oil and Pollutant Spill Prevention Controls and Countermeasures**

**Spill Prevention, Controls, and Countermeasures** include the methods to **prevent spills before they happen**, the methods to contain or **control a spill once it has occurred**, and the **countermeasures to reduce the impact of a spill**.

**Note: A spill of one gallon of oil can contaminate a MILLION gallons of water!**

The **Oil Pollution Prevention Rule** was put into law in 1974 by the authority of the Clean Water Act. Oil means any kind of oil in any form. This includes petroleum; fuel oil; oil mixed with wastes; fats, oils or greases of animals, fish, or marine life; vegetable oils; and other oils including synthetic and mineral oils.

**All MPA contactors, tenants, and port users conducting oil handling procedures on MPA property are required to have an oil response spill kit and be responsible for the 3Rs – React, Report and Respond.**

- **React if you see an oil spill.**
- **Report the oil spill.**
- **Respond to the oil spill.**



#### 4.1 How to Control an Oil Spill

- **First, do not put yourself or anyone else in danger.**
- **Stop the flow.**
  - This may involve turning a drum upright, closing a valve, or plugging a hole.
- **Classify the spill.**
  - Determine appropriate clean-up measures.
- **Contain the spill.**
  - Prevent the spill from migrating, especially to a storm drain.
  - Use absorbent materials, booms, or pillows from a spill response kit.
  - If the spill cannot be contained, block off nearby storm drains to prevent spills from entering them.
- **Notify MDTA Police at (410) 537-7911.**
- **Notify Maryland Department of the Environment Emergency Spill Response Officials at (866) 633-4686.**
- **Document the incident.**

#### 4.2 Spill Kits

MPA contractors, tenants, and port users are **required** to have spill kits readily available at their facilities/sites and must restock kits as needed.

#### 4.3 Spill Prevention, Control, and Countermeasure Best Management Practices

Spill prevention and prompt appropriate spill response reduces the potential for polluting water, soil, and air. Spills of concern include contaminants covered under the Oil Pollution Prevention Rule as well as chemicals and hazardous wastes such as herbicides, fertilizers, de-icing products, lubricants, paints, solvents, and fuels. Additional examples of spills that could occur include the following:

- Diesel fuel spill from equipment during re-fueling or a break in a fuel line
- Hydraulic fluid spill from a hydraulic line break
- Liquid spills during transfers
- Evaporation of solvents from open containers (including soiled rag storage containers)

Prior to starting work, a site inspection should be completed to assess the potential for spills and preventative actions that can be taken. If equipment or facilities are identified as having a high potential for spills, spill and leak monitoring systems and emergency spill-response equipment should be located nearby. On-water activities should include spill prevention plans that specify emergency response and emergency equipment (e.g. oil booms).



## 5.0 Stormwater Pollution Prevention Plan

MPA contractors, tenants, and port users must be aware that every time it rains, pollutants form the surface discharge into storm drains. **The contaminated stormwater goes directly into our creeks, rivers, and bay.** The pollution poses a risk to humans, wildlife, and the environment and the following actions are key to reducing and eliminating contaminated stormwater from entering adjacent water bodies.

- Storm drains or catch basins collect stormwater runoff during and following a rain event.
- Water collected in the storm drains is not treated at a wastewater treatment plant, but rather drains directly into local streams, rivers, and eventually empties into the Chesapeake Bay.
- Any time pollutants, such as used wash water, motor oil, fertilizers, pesticides, grit, debris, or trash are dumped or washed into a storm drain they end up in our streams, rivers, and the Chesapeake Bay. These pollutants degrade various forms of aquatic life, waterways used for recreation, and sources of our drinking water.
- When a product is biodegradable, it does not mean that it is non-toxic to aquatic life or safe to enter our waterways. Therefore, even environmentally-friendly products are banned from being disposed into storm drains.
- Non-permitted discharge of any kind to a storm drain is called non-point source pollution. This non-point source pollution is illegal and it is the leading cause of water quality deterioration of the bodies of water throughout the United States.

**Contractors, tenants, and port users are responsible for maintaining a work environment that prevents discharges to the waters of Maryland.** Recommended procedures include the following:

- Maintain work areas as neatly as possible.
- Ensure that all equipment is regularly inspected and functioning correctly.
- Clean oil spills immediately.
- Minimize storage of materials outside.
- Do not wash vehicles or equipment outside.
- Closely follow procedures as outlined in this handbook.

## 5.1 Additional Stormwater Pollution Prevention Plan Best Management Practices

BMPs include **both structural devices and nonstructural practices** designed to temporarily store or treat stormwater runoff to mitigate flooding and reduce pollution. Some example BMPs are included below and should be considered as part of a site and project plan for reducing the potential for contaminated stormwater reaching adjacent water bodies.

- Consider choosing materials made for exterior or in-water use to minimize the contribution of common pollutions to stormwater or aquatic environments. Review and avoid or minimize using the following materials:
  - Copper and zinc roofs, gutters, downspouts, siding, or galvanized materials



- Treated lumber, treated piling, or dock bull rails
- Coal tar sealants on asphalt pavement
- Fertilizers and pesticides through effective low-maintenance landscape design
- Reduce stormwater runoff from infrastructure by adopting the following practices:
  - Minimize impervious surfaces and maximize pervious or semi-pervious surfaces such as concrete/asphalt or pavers.
  - Retain or increase existing trees and natural vegetation on site to the extent feasible.
  - Include low impact water quality features (e.g., below ground media filtration devices; compost berms; vegetated strips; constructed stormwater wetland; biorientation facility; or buffer strips).
  - Include rainwater harvesting designs.
  - Include green roofs.
- Minimize the amount of stormwater runoff from demolition sites into the harbor by installing temporary water catchments.
- Divert stormwater in contact with maintenance areas or operations containing or using potential polluting substances to collection basins or sanitary sewer.
- Divert run-off from potential pollution sources through berms and collection basins.
- Provide stormwater water quality controls and/or treatment for routine maintenance and fueling of operation equipment.

## **6.0 Air and Noise Pollution Best Management Practices**

MPA supports measures to mitigate and reduce air and noise pollution and encourages contractors, tenants, and port users to consider BMPs that can reduce impacts on workers and the community. Contractors and tenants are encouraged to implement the following BMPs to reduce air and noise pollution.

### **6.1 Air**

- Require tenant-owned and construction-related trucks, cargo handling equipment, ships, barges, and marine equipment to use low sulfur or ultra-low sulfur fuels where possible.
- Cover trucks hauling material such as debris or fill while operating on and off port property.
- Minimize idling of construction equipment, cargo handling equipment, off-road and on-road vehicles.
- Evaluate types of equipment used for maintenance (e.g., hybrid or electric maintenance vehicles, natural gas-powered street sweepers, or electric mowers in place of gas or diesel-powered and/or solar chargers for use in light-duty battery-operated equipment).
- Minimize emission generation by using hybrids, electric, or human power vehicles, or low fuel consumption vehicles.





- Conduct regular energy audits and identify ways to switch from diesel to hybrid or electric, reduce fuel and energy consumption, and incorporate alternative fuels (e.g., biogas, natural gas).

## **6.2 Noise**

- Reduce noise generation at the source by specifying use of less noisy equipment, requiring muffler systems on equipment, employing shields, modifying vehicles and equipment to reduce noise levels.
- Use noise barriers where appropriate; detour construction-related transportation away from sensitive public and port areas.
- Evaluate the impact of noise and light generated during construction and operation on the surrounding areas.

## **7.0 Natural Resources Protection and Conservation Best Management Practices**

MPA believes taking responsibility for clean air, land, and water not only complements good business, but drives it. Protecting and conserving our natural resources is a key part of MPA's commitment as a good neighbor and for long-term sustainability of the Patapsco River and Chesapeake Bay. Contractors, tenants, and port users are expected to incorporate protection and conservation practices into special projects and everyday activities. BMPs include the following:

- Minimize site disturbance through clearing and grading; maintain natural drainage courses if possible.
- Retain or increase existing trees and natural vegetation on site to the extent feasible.
- Ensure construction equipment is decontaminated prior to entering site and prior to leaving the site to prevent the spread of invasive species.
- Use construction materials from local or regional sources.

## **8.0 Contractor Acceptance**

By accepting this contract, the contractor acknowledges receipt of the Contractor, Tenant, and Port User Environmental Handbook and agreement to adhere to the practices set forth in the Handbook. The contractor also agrees to train its employees on the requirements within the handbook. These training records should be maintained on site and available to the MPA for review. This Handbook does not specifically identify all applicable environmental laws and regulations. The contractor is still required to adhere to all applicable local, state, and federal environmental laws and regulations, even if not specifically identified in this handbook.